

**City of Roanoke  
Public Works Service Center  
Standard Operating Procedure**

<b>Subject: Salt Brine Storage Operations</b>	<b>Revised: 02/25/20</b>
<b>Purpose:</b> To ensure proper guidelines are followed for salt brine storage at PWSC.	

**Responsible Party:** Street Maintenance Supervisor – Transportation Division

**Performance Frequency:**

- Weekly inspections during winter operations (November – March)
- Monthly inspections (April – October)

**Documentation:**

- Complete and sign PWSC Salt Brine Area Routine Inspection Checklist (attached) and email a copy to [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov).

**Training:** Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel that will be responsible for the storage inspections within their first 60-days of employment.

***Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.***

**Procedure:**

1. During the process of pumping out of salt brine from the tanks a salt brine technician will monitor the process from pump hose hook up to pump hose release.
2. Salt brine shall be kept in tanks that are specifically designed and designated for salt brine mixing or storage.
3. The brine operations areas shall be kept free of any hazards or risks to employees and pollution of the storm drainage system.

**If at any time, salt brine is observed flowing across the PWSC lot (from leaking or overflowing mixing or storage tanks, hoses, fittings, etc.)** employees will take immediate action to halt the release and then report the incident to their supervisor. The supervisor shall assess the need for any further action, take pictures of both the flow and the apparent source, and submit the pictures to the Stormwater Division Manager.

**Printed Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date Trained:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov)

## Salt Brine Area Inspection Checklist

**Performance Frequency:** Weekly inspections during winter operations (November – March) and then Monthly inspections (April – October).

\*If the answer to any of the items below is “No,” contact the Street Maintenance Supervisor 853-5292.

DATE: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

ITEM	YES	NO	COMMENTS	RESOLVED
Area is visually clean, no spilled salt, litter or other debris/waste present?				
All mixing tanks in good condition and free of damage or leak concerns?				
All mixing tank connections and hoses in good condition and free of damage or leak concerns?				
All brine storage tanks in good condition and free of damage or leak concerns?				
All brine storage tank connections and hoses in good condition and free of damage or leak concerns?				
<b>In season:</b> All drain valves on tanks closed and operable?				
<b>Off season:</b> All mixing tank drain valves open to drain clean stormwater runoff?				
<b>Off season:</b> All brine storage tank valves have a lock out/ tag out in place?				

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